Below is essential information that students will need to pay their deposit at Florida State University:

1) Log in to fees.fsu.edu.
2) Click on the I do not have an FSUID but do have a Customer Number button.

Please Note: If a student has already created their FSUID, they will click the I have a permanent FSUID button, enter their FSUID and Password and click Sign In. Then proceed to step 4.

3) Enter the EMPLID/Customer Number in the space provided and then click the Make A Payment button. A student’s EMPLID will be on the acceptance letter located on their Application Status Check page.

Please Note: If a student needs their EMPLID, they can click the Application Status Check link below the Make A Payment button to access their nine-digit number.

4) On the Make A Payment screen, students will select the deposit description charge that reads Adm Deposit Undergrad; the item term will either read Summer 2018 or Fall 2018; and the outstanding charge will be $200.

5) Check the Select to Pay box next to the outstanding charge; the deposit payment amount of $200 will appear; students will then click Continue.

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4) On the Make A Payment screen, students will select the deposit description charge that reads Adm Deposit Undergrad; the item term will either read Summer 2018 or Fall 2018; and the outstanding charge will be $200.
• Paying by electronic check will not add a service fee charge.
• Clicking Continue will take them to the Student Tuition Fees screen.
• Select the account type—personal or business—then click Next.
• Fill in the bank account information.

7) After filling in all the required fields on the billing address payment screen, click Next.

8) Next, verify that the billing address, payment method, and payment amount is correct. Then click Pay Now.

9) A screen with red text appears. Students must select the check box on this page and click Submit to proceed.

10) If payment was accepted, students receive the following confirmation screen.

Please Note: If you do not see the above screen saying that payment was successfully processed, do not pay again. For any questions on whether payment was successfully processed, students should call Student Business Services at 850.644.9452.

11) After the admission deposit is paid, students should create their FSUID. Please see the How To Create An FSUID tidbit page.

Payments made electronically may take up to 24 hours to post to a students’ MyFSU account. DO NOT attempt to pay the same charges multiple times if you do not see your payment posted to your account. If your payment does not appear within 24 hours, please contact Student Business Services at 850.644.9452 or studentbusiness@fsu.edu.

Students can also pay their admission deposit via mail by sending a check or money order, made out to Florida State University, to Student Business Services. Students should include their EMPLID on their payment.

Address:
Student Business Services
Florida State University
A1500 University Center
Tallahassee, FL 32306

Students can also pay their admission deposit in person with cash or check at Student Business Services, located at A1500 University Center. Payments must be received in the Office of Student Business Services by May 1.